

# Minutes

**Meeting:** Appointments Board  
**Location:** Virtual meeting - Zoom  
**Date:** 4 February 2021, 10.00 am – 13:05 am

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## **PRESENT:**

The Chair (Nora Nanayakkara), Bill Matthews, Antony Townsend and James Walker.

## **IN ATTENDANCE:**

Director – Professional Conduct (Joe Johnson), Director – Regulatory Relations (Sundeep Takwani), Head of Monitoring (Andrew Teague – present for item 10.1 only), Head of Adjudication (Adrianna McDonnell) and Regulation Officer (Jo Burns).

### **1. MINUTES:**

The Board approved the minutes of the meeting held on 22 October 2020 and 8 December 2020.

### **2. APOLOGIES FOR ABSENCE:**

No apologies were received.

### **3. CONFLICTS OF INTEREST**

One potential conflict of interest was received from Mr Bill Matthews. A candidate for re-appointment was a former colleague of Mr Matthews for three years, prior to 2016. He did not participate in the discussions relating to the Accountant Panel Member 6. All other members of the Board confirmed that they were not aware of any potential conflicts of interest and/or duty required to be notified to ACCA.

### **4. ANNUAL REVIEW OF TERMS OF REFERENCE AND WORKPLAN; REVIEW OF DELIVERY OF WORKPLAN AND MEETING PAPERS**

**4.1** The Board reviewed and noted the Terms of Reference set out within the accompanying paper.

**4.2** The Board reviewed and approved the workplan.

The Board acknowledged that there is scope to continually improve, develop and review and agreed that the effectiveness review in October 2021 will be a timely opportunity to achieve this.

The Board also discussed how to contribute to the ACCA key three areas of inclusivity, integrity and innovation to align the Appointments Board to the ACCA Corporate Plan.

## 5. CHAIR'S REPORT

The Board received a verbal update from the Chair on the last Regulatory Board meeting held on 11 November 2020.

## 6. COMMITTEE MEMBER PERFORMANCE

The Board noted panel member performance.

## 7. ANNUAL REVIEW OF APPOINTMENTS BOARD POLICIES

### 7.1 Core Competency Framework

The Board discussed the Core Competency Framework and the proposed amendments and stressed the need to be clear what the relationship with panel members should look like and what the expectations were, including grammar and formatting. This is anticipated to be one of the contractual standards expected from a professional and a balance needs to be found, to ensure that cogent documents are produced.

The Board agreed the proposed amendments and further agreed that post May 2021, a broader piece of work is carried out by ACCA and the Appointments Board to iron out any duplication of effort or lack of clarity.

### 7.2 Appointments Board Assessment Policy

The Board discussed the Appointments Board Assessment Policy and the proposed amendments and agreed the proposed amendments.

### 7.3 Panel member Code of Conduct

The Board discussed the Code of Conduct and the proposed amendments and agreed the proposed amendments.

## 8. OPERATIONAL PERFORMANCE

The Board noted feedback received from panel members and action points taken forward by the Adjudication department.

## 9. RESOURCING

**9.1** The Board were asked to review and agree contracts that are due to expire and agree renewals to contracts.

The Board agreed to the extension request for two lay AMC panel members (working on AMC only) for six months.

The Board considered the request to renew the contracts of six accountant panel members and the Board agreed to the requests.

**9.2** The Board were supplied with the updated resourcing plan, for information only and the Board noted the same.

## **10. RECRUITMENT**

### **10.1 Lay AMC extension and Lay AMC Recruitment**

The Board were asked to agree the next steps for identifying two additional lay AMC members and to agree the extension of two current lay AMC members.

The Board were advised that the proposed extension of two current lay AMC members would act as a backstop to the committee while additional lay AMC members were being recruited.

The Board agreed to the extension of two current lay AMC members.

### **10.2 Next steps in recruitment of DAs**

The Board were asked to consider the next steps in the recruitment of DAs and agree a project plan. The Board considered the rationale for this request and the timeline for this process and agreed to the recruitment of three DAs and that an accountancy assessor was not an absolute requirement.

It was also agreed by the Board that an application-based process for recruitment would be implemented, rather than a CV-based process.

## **11. PERFORMANCE DATA**

The Board was presented with an update on statistical analysis on hearings by the Head of Adjudication.

The Board requested to be presented with details of part heard hearings in future presentations. The Board sought assurance that diversity was considered by ACCA in the allocation of cases to panels. ACCA advised that the Listing Officer and Hearings Manager take operational needs into account and aim to achieve balance through advance planning.

## **12. COMMITTEE MEMBER COMMUNICATIONS**

The Board noted communications from the Board to be included in the next Panel member and Disciplinary Assessor bulletin to be issued in March 2021.

Topics agreed were as follows:

- How panel members draft decisions to ensure consistency
- What guidance is available to panel members and why.

## **13. DATA PROTECTION**

The Board agreed a new password for protecting sensitive documents.

#### **14. DATES FOR FUTURE MEETING**

The Board noted the future meeting dates of the Appointments Board in the Council year 2020 - 2021:

- 22 April 2021
- 8 July 2021
- 21 October 2021